

Procedure Permitting Use of the Capitol Buildings and Grounds

Purpose Statement:

This procedure establishes the process for:

- Scheduling activities in the public areas of the Capitol buildings and grounds.

This procedure applies to:

- GA employees.
- Anyone wanting to request use of the Capitol buildings and grounds.

Action: New

Review Cycle: 2 years

Date Approved: August 21, 2009

Approved By: /s/
 Linda Villegas Bremer
 Director

Related Policies: Policy Governing Public Use of Capitol Buildings and Grounds for Public Gatherings and Other Expressive Activities - Dated 9/21/09
 Capitol Campus Facilities Policy – Dated 10/5/2007

Supporting Forms: Use Application & Agreement Approval Letter
 Service/Equipment Order Denial Letter
 Use Permit

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Part 1 - Scheduling Public Gatherings and other Expressive Activities

You do not need a permit for Public Gatherings and other Expressive activities involving less than 25 people. However, a permit enables you to reserve access to specific locations and amenities for specific times.

1. You must submit a completed permit application to us at least 2 business days in advance of the date you wish to request. You can obtain a permit application and a copy of the Use of the Public Areas of the Capitol Campus Policy from our Event Coordinator or from our website.

2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Check our records for any past activities that you have held at the capitol buildings or grounds.
 - c. Inform the Washington State Patrol of any applications for activities involving 25 or more people.
 - d. Make a recommendation for the approval or denial of the activity.
 - e. Submit the activity application to the Visitor Services Manager for approval or denial.
3. Within 2 business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved, the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue a permit.
 - b. Notify you that any required fees for GA services are due within 24 hours or we will cancel the permit.
 - c. Reserve date and time of the activity on the activity schedule.
 - d. Submit an order for requested GA equipment or services.
 - e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
5. If an activity is denied, the Event Coordinator will notify you in writing and:
 - a. State the reason for denial.
 - b. Provide information on the appeal process.

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Part 2 - Scheduling Private or Commercial Activities

You need a permit for all private and commercial activities.

1. You must submit a completed permit application to us at least 2 business days in advance of the activity date. You can obtain a permit application and a copy of the Use of the Public Areas of the Capitol Campus Policy from our Event Coordinator or from our website.
2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Check our records for any past activities that you have held at the capitol buildings or grounds.
 - c. Inform the Washington State Patrol.
 - d. Make a recommendation for the approval or denial of the activity.
 - e. Submit the activity application to the Visitor Service's Manager for approval or denial.
3. Within 2 business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved, the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue a permit.

- b. Notify you that the permit fee and any required fees for GA services are due within 24 hours or we will cancel the permit.
 - c. Reserve date and time of the activity on the activity schedule
 - d. Submit an order for requested GA equipment or services.
 - e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
5. If an activity is denied the Event Coordinator will notify you in writing and:
- a. State the reason for denial.
 - b. Provide information on the appeal process.

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Part 3 - Scheduling Government Activities

The Policy Governing Public Use of the Capitol Buildings and Grounds is not applicable to the conduct of government. However, in order to facilitate the efficient conduct of government business, we will also issue permits for government activities to reserve access to specific locations and amenities for specific times.

1. You should submit a completed permit application to us in advance of the activity. You can obtain a permit application from our Event Coordinator or from our website
2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Inform the Washington State Patrol.
 - c. Make a recommendation for the approval or denial of the activity.
 - d. Submit the activity application to the Visitor Service's Manager for approval or denial.
3. Within 2 business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue you a permit.
 - b. Notify you that any required fees for GA services will be due upon invoicing.
 - c. Reserve the date and time on of the activity the activity schedule.
 - d. Submit a work order for requested GA equipment or services.
 - e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
5. If an activity is denied, the Event Coordinator will notify you in writing and:
 - a. State the reason for denial.
 - b. Provide information on the appeal process.

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Part 4 - Cancelling Activities

1. If we cancel a permit, the Event Coordinator will:
 - a. Notify you in person or writing and state the reason for cancellation.
 - b. Remove the activity from the schedule.
 - c. Notify, via e-mail, the facility manager(s) in the building(s) that would have been affected by the activity that the activity permit has been cancelled and that activity is not to take place.
 - d. If appropriate, work with you to reschedule the activity.
2. If you cancel an activity after we have issued you a permit:
 - a. You must notify the Event Coordinator in writing or by email as soon as possible.
 - b. The Event Coordinator will remove the activity from the schedule.
 - c. The Event Coordinator will notify, via e-mail, the facility manager(s) in the building(s) that would have been affected by the activity that the activity permit has been cancelled and that activity is not to take place.

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History

Created:

- August 21, 2009

Supersedes:

- This procedure supersedes the procedures associated with Capitol Campus Facilities Policy dated 10/5/07.

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PROCEDURE FEEDBACK

Did this Procedure successfully answer your questions? Please send your comments to policy@ga.wa.gov.